

Call Forwarding

Need to leave the office, but don't want to miss an important call? With Call Forwarding, you can be reached wherever you go. Your calls will be forwarded from your business phone to any phone, anywhere*.

To use this service:

1. On phones with Touch-tone service, press **7**, then **2**, and then the **#** button. On rotary phones, dial **72**.
2. Listen for a dial tone, then dial the number where you want your calls to go. (In some areas, you will hear two beeps.)
3. When the party picks up, Call Forwarding is in effect. (Be sure to tell the party that you are forwarding your calls to their number.) Your calls will continue to be forwarded until you turn off Call Forwarding.
4. If the line's busy or there's no answer, briefly press the switchhook, recall button or flash key and call again within two minutes. Listen for two short beeps.

To confirm that Call Forwarding is turned on:

1. On phones with Touch-tone service, press **7**, then **2**, and then the **#** button. On rotary phones, dial **72**.
2. Listen for two short beeps.

To turn off Call Forwarding:

1. Press **7**, then **3**, and then the **#** button. On rotary phones, dial **73**.
2. Listen for two short beeps.

Please note:

- When Call Forwarding is on, you can still make outgoing calls on your business line.
- You cannot answer a call on your business line when Call Forwarding is on. However, a short reminder tone will signal you that a call has been forwarded.
- If a forwarded call is completed, and it is a toll call or you have measured local service, you will be charged for that call.

* Long distance or regional toll charges may apply.

Questions? Please call **1-800-957-6468**.